

Minutes from the March 19, 2003
Printing and Mail Managers Exchange Forum Teleconference

Twenty-two individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

There were no comments and or additions to the February 19, 2003 minutes.

Dallas Woodruff, Headquarters began the meeting by welcoming the members participating in the teleconference. Dallas informed the group that Denise Diggins the former Mail Manager for the Department had fractured her hip and broke her elbow during a fall while attempting to board a DOE Shuttle bus bound for the Germantown Building. Denise is expected to be out for up to four weeks.

Upcoming Joint Committee on Printing Commercial Printing Report

Dallas Woodruff inform the group that Headquarters is preparing to send a memorandum to all sites requesting the completion of the Joint Committee on Printing Commercial Printing Report (JCP Form No. 2). A copy of the JCP Form No. 2 will be included with the memorandum. The report identifies jobs that were produced out side of the Government Printing Office (GPO). The reporting period covers October 1, 2003 through March 31, 2003, the reports are due back to Headquarters no later than May 17, 2003. Edna White, National Nuclear Security Administration Service Center, Nevada asked if the reporting format would be similar to prior years reporting. Dallas said the format is the same as prior years and that he would be providing sites with a copy of the JCP Form No. 2.

Circular Letters issued by the Government Printing Office, and OPM Rider notifications issued by the Office of Personnel Management.

Dallas Woodruff, Headquarters reminded sites that they could subscribe by e-mail to be placed on the GPO Circulars Letters and to the OPM Riders notification list to obtain printed products at the rider rate. However, since the lists are maintained by separate agencies, subscribers would need to subscribe to both notification lists by e-mail in order to obtain notifications from the GPO and OPM for items going to press. Dallas did provide the GPO Circular Letter subscribers e-mail address (*circulars @GPO.gov*), but would need to e-mail the OPM subscribers e-mail address. Once you have subscribe to receive the rider notifications, all request to obtain items must be made by submitting a GPO Standard Form 1 requisition to main GPO in Washington, DC. No questions were asked on this topic.

Ordering of Depository and Sales copies for the Superintendent of Documents Sales and Depository Program.

Dallas Woodruff, Headquarters informed the group that the Government Printing Office (GPO) is requesting agencies to provide only the number of copies that are requested by the

Superintendent of Documents for both the Sales and the Federal Depository Library Program. On many occasions agencies send extra copies far above the number that is requested by GPO. The extra copies that GPO receives mainly take place when orders are placed on term contracts, and are usually discarded. No questions were asked on this topic.

Update on the General Services Administration's (GSA) New Mail Regulations

Al Majors, Headquarters informed the group that a meeting was held on March 11th at GSA, and discussions were held in regards to adding stronger language in specific areas of the report to help emphasize the importance on collecting the required mail data to be reported to GSA in a timely manner. Discussions were also held in regards to contractors being held responsible for providing the mail data call information to the appropriate federal personnel. Al emphasized that when federal dollars are spent for mail and shipping expenditures either by federal or contractor operated mail facilities it must be reported. Al asked the group if anyone/site was having difficulties collecting the required mail data from their site's mail operation; no one indicated that they were having any problems.

Update on the data call for the Annual Mail Report

Al Majors informed the group that Headquarters has received approximately 15 reports and has receives a number of calls/e-mails from sites requesting additional time to submit the report to Headquarters. Headquarters has approved all extension requests. Al stated that Headquarters must receive all reports no later than March 24th and he must be informed if the requested date can not be met. The report is due to GSA by March 31st. A final copy would be provided to each site.

Other item(s) discussed

Placing funds on the Business Reply Mail Advance Deposit Account

Roger Holt, Oak Ridge Operations Office informed the group that his local Post Office is not accepting a government issued credit card to place funds on the Business Reply Mail Advance Deposit Account. This procedure of not accepting credit cards creates an inconvenience because Oak Ridge no longer issue checks for payment. Roger also stated that his office has to obtain checks from the Department of Treasury in order to place additional funds on the account, and it sometimes takes weeks before his office receives the checks. Tony Nellums, Headquarters said he waited six months before he received a check from the Department of Treasury. Tony did recommend establishing a Centralized Automated Processing System (CAPS) with the Post Office, and a letter of obligation can be submitted for payment.

Utilization of the Department's Mail Manual

Al Majors, Headquarters informed the group the discussions has taken placed with the Office of General Council on whether the Department should continue utilizing the Mail Manual since the Department follows the General Service Administration's guidelines and or Regulation. Al asked the group to respond back to him on whether they feel the Departments Mail Manual is a valuable tool to use. No one indicated a favorable and or displeasure with the manual.

Sites in Attendance

Bechtel Nevada	Nonproliferation & National Security Institute
National Security Complex Y-12	Fernald Area Office
Knoll Atomic Power Laboratory	Idaho National Engineering Laboratory (2)
BWXT Pantex	National Energy Technology Lab
Nevada NNSA Service Center (2)	Oakland NNSA Service Center
Ohio Field Office	Pittsburgh Naval Reactors
Schenectady Naval Reactors	Savannah River Operations Office (2)
Strategic Petroleum Reserve (2)	Southwestern Power Administration
The Grand Junction Office	West Valley Demonstration Project